

Microsoft Outlook 2013: Setting up an Delay Delivery Email

Open up and write your email as you would in the usual way, but don't send it just yet. Click on the **Options tab**, in the **More option group**, click on **Delay Delivery**.

For delaying an email, under the **Delivery Options**, check the box that says **Do not deliver before**. Now set the date and time you would like the email to be sent.

For expired, put a check in the box that says **Expires after**. **NOTE:** An expired email, depending on their Outlook settings in some cases will be removed from the user's Inbox. This could mean that it is possible they might never see it. Use with caution.

Put a check in the **Save copy of sent message**, otherwise you will not get a copy in your sent folder. Once you are done click **Close** to close the message options. Finish your email and **Send**.

